

**MESSAGE APPROVED FOR RELEASE BY THE  
DIRECTOR, HUMAN RESOURCES OFFICE BEAUFORT "TRI-  
COMMAND"**

**26 Feb 2004**

**HOW CIVIL SERVICE JOBS ARE FILLED**

When filled through competitive procedures, civil service positions at MCRD Parris Island, Naval Dental Center Parris Island, 6th Marine Corps Recruiting District, and the Marine Corps Air Station Beaufort, are recruited for **either** through the Dept of Navy RESUMIX system **or** through the U.S. Office of Personnel Management's Delegated Examining Unit (DEU) system.

**ABOUT RESUMIX**

Recruitment through RESUMIX is almost always used when it is believed that there is a pool of eligible and qualified applicants who are already in the Federal civil service or who are eligible to be appointed to Federal civil service.

RESUMIX job applications must be submitted electronically via the following website: <<http://www.donhr.navy.mil>>.

All positions in the Beaufort SC Navy-Marine Corps Tri-Command are located in the DoN SOUTHEAST region.

With only rare exceptions, all vacancies are subject to Department of Defense Priority Placement Program (PPP).

The Civil Service Vacancy Listing can be accessed at any time at <<http://www.nhbeaufort.med.navy.mil>> or from computers on the Parris Island LAN at <<http://intranet>> click "Unit Pages", click "Civilian Human Resources, click "Job Vacancies".

**RESUMIX GUIDANCE**

To ensure that **you** are considered for positions for which you may be interested, you **MUST** have an **active RESUMIX resume'** in the HRSC-SE database at all times! If you need help preparing or submitting your electronic RESUMIX resume', it is recommended that you update your hardcopy resume (SF-171 or equivalent) and find someone who is comfortable using the computer to help you complete the electronic resume' and submit it to HRSC-SE.

**Guidance on how to complete and submit a RESUMIX resume' is found at** <<http://www.donhr.navy.mil>> (click Jobs, Jobs, Jobs).

Be sure to designate the **SPECIFIC SERIES** for the position(s) that you would like to be considered for on your RESUMIX resume' on file. To update the position series for which you are interested, you can either modify your RESUMIX resume'; OR, you can notify HRSC-SE of your interest in another position series (without modifying your RESUMIX resume') using the "**APPLY NOW**" feature on the DoN website (Be sure to click this button twice).

If you already have civil service status, go to the Jobs, Jobs, Jobs link on the [www.donhr.navy.mil](http://www.donhr.navy.mil) website, click SE region, then enter the four-digit series of the position you're interested in. This should generate the open-continuous, Navy job announcement for the type of position you are interested in being considered for.

Be sure to show the **LOWEST** grade level (or pay rate) that you would be willing to accept, even if it is not the grade level that you would ideally like to have. RESUMIX resumes are maintained in the HRSC-SE database for **one year**. Be sure to update your RESUMIX resume' at least once each year so that it is not deleted from the database!!

Review "key words" that may be helpful in preparing your RESUMIX resume' in the government-wide qualification standards for the position series you're interested in. These are located at [www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm) <<http://www.opm.gov/qualifications/index.htm>>.

### **ABOUT OPM'S DELEGATED EXAMINING UNIT (DEU)**

DEU (or external recruitment) is used to fill civil service jobs that are historically hard-to-fill with current civil service employees or other eligible candidates. Vacancies being recruited for through OPM Delegated Examining Unit (DEU) are posted on the both of the following websites:

[www.usajobs.opm.gov](http://www.usajobs.opm.gov) <<http://www.usajobs.opm.gov>

And

[www.donhr.navy.mil](http://www.donhr.navy.mil) <<http://www.donhr.navy.mil>

Be sure to follow the instructions carefully on how to apply for positions being recruited for through DEU!

Laws and regulations concerning veteran's preference apply in external recruitment procedures.

### **CURRENT CIVIL SERVICE VACANCIES**

**THE DEPARTMENT OF NAVY AND THE UNITED STATES MARINE CORPS SUPPORT FEDERAL MERIT SYSTEM PRINCIPLES (5 USC**

**2301) AND EQUAL EMPLOYMENT OPPORTUNITY (29 USC) IN  
HIRING AND FILLING CIVIL SERVICE POSITIONS.**

Consideration of applications and selections will be made without regard to applicant's race, color, national origin, religion, sex, age, marital status, political affiliation, qualified handicapping/disabling condition, or appropriate exercise of protected activity that is prohibited under any law or regulation.

Unless authorized by law or regulation, no preference or advantage will be afforded to any employee or applicant for employment for the purpose of improving or injuring the prospects or any particular person for employment.

The employer shall neither deceive nor willfully obstruct any person with respect to such person's right to compete for employment nor influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment.

[Only vacancies for which selection certificates/resumes have NOT been received are on this listing.](#)

**MCRD, PARRIS ISLAND**

Contract Specialist GS-1102-11	RESUMIX \$48,022 - \$62,429 pa
Fire Protection Inspector GS-0081-06	RESUMIX \$29,198 - \$37,957 pa
Fire Protection Inspector GS-0081-07/08	RESUMIX \$32,447 - \$46,713 pa
Firefighter (Paramedic) GS-0081-06	RESUMIX and DEU \$29,198 - \$37,957 pa
Heavy Mobile Equipment Repairer WG-5803-08	RESUMIX \$15.56 \$18.16 ph
Management Analyst GS-0343-09	RESUMIX \$39,690 - \$51,599 pa
Motor Vehicle Operator WG-5703-07 PART TIME (30 hrs/wk)	RESUMIX \$14.68 - \$17.12 ph

Visual Information Specialist  
GS-1084-07

RESUMIX- Special Recruitment  
Flyer – Opens: 6 Feb Closes: 20 Feb  
\$32,447 - \$31,177 pa

MCAS BEAUFORT

Air Traffic Control Specialist (Terminal)  
GS-2152-09  
(Promotion Potential to GS-11)

RESUMIX  
\$39,690 - \$51,599 pa

Electronics Technician  
GS-0856-09  
(Promotion Potential to GS-12)

RESUMIX  
\$39,690 - \$51,599 pa

Social Program Advocate  
GS-0102-09

RESUMIX and DEU  
\$39,690 - \$51,599 pa

6<sup>th</sup> MARINE CORPS DISTRICT

None

NAVAL DENTAL CENTER

None

NAVAL HOSPITAL BEAUFORT

None

**WHAT TO DO IF**

**YOU WEREN'T REFERRED FOR A JOB...**

**AND THINK YOU SHOULD HAVE BEEN.**

One of the most frequent calls HRO staff gets is from applicants who believe they should have been referred for a job on a selection certificate but weren't. For those who remember "the old days" when HRO rated and ranked applications, local HRO staff used to be able to let you know why you weren't referred. Under HR Regionalization, only specialists from the Department of Navy Human Resources Service Center--Southeast are involved in the processes for pulling RESUMIX resumes from the database, reviewing the applications to ensure that qualifications are satisfied, and referring the names of eligible, qualified applicants to the selecting official for consideration.

If you believe that you were eligible and qualified for a vacancy and know that your name was not referred on the selection certificate (or the "Stopper List" for those enrolled in the DoD Priority Placement Program) from, please let us know. The HRO specialist will assist you in contacting the right person at the HRSC-SE so that you can find out why your name was not referred. This information can be helpful to you in refining your RESUMIX resume'.

For positions at MCRD Parris Island or 6th Marine Corps Recruit District, contact Barbara Bernthal, x2378. For positions at Beaufort Naval Hospital or the Naval Dental Center, contact Sheila Sofaly at 228-5574. For positions at MCAS Beaufort (including civil service positions with MCCA-SC), please contact either Barbara or Sheila.

### **GOOD PLACES TO FIND INFO**

#### **ABOUT FEDERAL BENEFIT PROGRAMS**

For those who can get to the Internet, a really good website for information about a variety of Federal civil service benefits is

<http://www.feddesk.com>. If you subscribe to the no-cost service, you'll get handbooks and updates (without those nasty ads) on a lot of important benefits programs. If you can't get to the Internet, we printed the handbooks and they're available in the HRO Self Serve area for you to look at.